
Terms and Acronyms

ACAP	Army Career and Alumni Program.
Attrition	The normal process—such as retirements and resignations—by which employees leave an agency.
Bumping	Bumping occurs in a RIF when you take a job that is occupied by someone else in a lower subgroup. You may not bump someone in the same subgroup.
Career	Permanent status given after you have completed the three consecutive years of career-conditional service.
Career-conditional	The first three years of a continuous service before you reach permanent career status. The first year is the probationary period.
Change in Duty Station	A change in where a job is located.
COE	Corps of Engineers.
Commuting Area	The geographic area that you can reasonably be expected to travel back and forth daily to work. Each agency will establish the boundaries of a particular commuting area.
Comp Date	<i>See: Service Computation Date.</i>
Competitive Area	The area in which you will compete for jobs during a RIF. The minimum competitive area is a bureau, major command, directorate, or equivalent major subdivision of an agency. The competitive area can be geographic or organizational.

Competitive Level	Similar jobs at the same level and classification—jobs that are interchangeable—grouped together to show clearly which employees are in competition during a RIF.
CSRS	Civil Service Retirement System.
DA	Department of the Army.
DARSE	Department of the Army Relocation Services for Employees.
DEP	Displaced Employee Program.
Disabled Veterans Preference	Veterans with a compensable, service-related disability of 30 percent or more. Veterans preference is a factor used in preparing retention registers during a RIF. However, further conditions may apply.
DOD	Department of Defense.
DORS	Defense Outplacement Referral System.
Early Retirement	Commonly referred to as "early out," this option is sometimes offered to people on a voluntary basis or as a result of discontinued service.
Excepted Service	Appointed positions that are excepted from the competitive system by law, executive order, or OPM approval.
FERS	Federal Employees Retirement System.
FMEAP	Family Member Employment Assistance Program.
Furlough	The placing of an employee in a temporary, nonduty, nonpay status because of lack of work, lack of funds, or other nondisciplinary reasons.



Grade Retention	You can keep your current grade for two years after you accept another position at a lower grade because of a RIF.
GS	General Schedule. This schedule determines your pay based on grade level and step.
HAP	Homeowners Assistance Program.
HMO	Health maintenance organization.
HQUSACE	Headquarters, US Army Corps of Engineers.
IPAP	Interagency Placement Assistance Program.
JTPA	Job Training Partnership Act.
Lump Sum	Getting back all at once the amount you paid into the retirement fund.
LWOP	Leave without pay.
OPM	Office of Personnel Management.
Outplacement	Placement in a job outside the current activity.
Pay Retention	Also called "saved pay." You can retain your current rate of basic pay if you accept a lower paying position because of management actions not due to an official RIF. You are eligible for retained pay after grade retention expires.
PCS	Permanent change of station.
PPP	Priority Placement Program.
Probation	The first year of government service under a career-conditional appointment.
Reasonable Offer	A reasonable offer is one of like seniority, tenure, and pay. This generally means a permanent job with the same work schedule (full or part-time), and in the same commuting area.

Reinstatement	The noncompetitive reentry into the competitive service. It is a privilege based on former service and not a right to which you are entitled.
Retention Register	Employees affected by a RIF are ranked on a retention register according to tenure, veterans preference, service, and performance ratings.
Retreating	You can retreat back to a job that you were reassigned or promoted out of (or a job substantially the same) if it is occupied by someone with a later service date in the same subgroup.
RIF	Reduction in force. The involuntary release of an employee from a competitive level by furlough for more than 30 days, separation, demotion, or reassignment. Changes in programs, lack of funds, decrease in work, reorganization, and other factors can cause an agency to conduct a reduction in force.
RIF Notice	An official notice that must be issued at least 60 days before a RIF takes place.
RPL	Reemployment Priority List.
Saved Pay	<i>See Pay Retention.</i>
Service Computation Date	Normally the day you started federal employment. However, the date may be "computed" to include credit time for such things as military service, temporary or part-time work, or a break in service.
SES	Senior Executive Service.
Severance Pay	Money you receive when you are separated from government service. The amount will vary according to your age and length of government service.



SF 171	Standard Form 171, which includes your experience, educational background, and special skills.
SRS	Special retirement supplement.
Stopper List	This is a computerized list of people eligible for referral under the Department of Defense Priority Placement Program. It is updated every two weeks and sent to all civilian personnel offices in the Department of Defense. As vacancies are reported, people on the stopper list are matched with the positions.
TAPER	Temporary appointment pending establishment of a register.
TRADOC	US Army Training and Doctrine Command.
Transfer of Function	The transfer of a continuing function from one competitive area to another, unless the new competitive area is already performing the function. Transfer of function also occurs when its competitive area is moved to another commuting area.
VERA	Voluntary Early Retirement Authority.
Veterans Preference	Generally, veterans with "satisfactory" performance ratings are given higher retention standing than nonveterans on a retention register. However, if you are eligible for veterans preference and are a retired member of the uniformed service, you must meet further conditions to be considered a veteran for RIF purposes.